

***City of Danbury Assessor's Office***  
**Office Property**  
**Income and Expense Survey for Calendar Year 2005**

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name (if applicable) \_\_\_\_\_  
Property Address \_\_\_\_\_  
Form Preparer/Position \_\_\_\_\_  
Telephone Number \_\_\_\_\_

<u>General Description Information</u> (Please check applicable category and complete the related questions.)			
Property is totally owner-occupied	<input type="checkbox"/>	Occupied Area	_____ Sq. Ft.
Property is owner-occupied with tenants	<input type="checkbox"/>	Total Building Area	_____ Sq. Ft.
		Owner-occupied Area	_____ Sq. Ft.
		Tenant-occupied Area	_____ Sq. Ft.
Property is fully leased	<input type="checkbox"/>	Gross Leaseable Area <sup>1</sup> (GLA)	_____ Sq. Ft.
		Gross Building Area	_____ Sq. Ft.
Property is:			
Vacant	<input type="checkbox"/>	Total Building Area	_____ Sq. Ft.
Available for Sale	<input type="checkbox"/>	Asking/List Price	\$ _____
Available for Rent	<input type="checkbox"/>	Asking Rent	\$ _____
Holding for Future Use	<input type="checkbox"/>	Please describe:	
Parking Available: _____ (number of spaces)			

**Annual Operating Receipts**

Base Rental Income – minimum \$ \_\_\_\_\_  
    Furnished ☐      Unfurnished ☐

Additional Rental Incomes – overages \$ \_\_\_\_\_  
    Total Rent \$ \_\_\_\_\_

Other Income (Reimbursements for Tenants)

Common Area Charges \$ \_\_\_\_\_

Property Tax Reimbursement \$ \_\_\_\_\_

Insurance Reimbursement \$ \_\_\_\_\_

Utility Charge Reimbursement \$ \_\_\_\_\_

Total Operating Receipts \$ \_\_\_\_\_

**Vacancy & Collection Loss (annualized):** \$ \_\_\_\_\_

1 Total floor area designed for tenants' exclusive use for which tenants pay rent and which produces income.

(Office Property Cont'd.)

### Annual Operating Expenses:

		CAM* Expense	Paid By Landlord	Paid By Tenants
<u>Fixed Expenses</u>				
Real Estate Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Variable Expenses</u>				
Repair & Maintenance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Lot Maintenance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash Removal	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising/Promotional	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Expenses	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Services	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Fees	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leasing Agent Fees	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Operating Expenses** \$ \_\_\_\_\_

**Net Operating Income** \$ \_\_\_\_\_

Please include your Income Summary, rent roll and typical lease. Attach comments and/or other information on a separate page.

\_\_\_\_\_/\_\_\_\_\_  
Signature/Position Date

\* Common Are Maintenance Costs